

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Duchac, Frohling, Greshay and Schmidt.

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Thursday, January 7 at 9:00 A.M., in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director; Jane Hooper, Clearview Administrator; Angi Zilliox, HR Specialist; Ann Schulz, Clearview Director of Nursing; Karen Gibson, County Clerk; Patti Hilker, Treasurer; Chris Planasch, Register of Deeds; Russell Freber, Physical Facilities Director; Larry Bischoff, County Board Supervisor

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Duchac to approve the minutes of the December 15, 2015 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Hooper addressed the Committee requesting an annual increase for the two (2) part-time physicians at Clearview. Hooper explained that a 2.5% increase was included in the 2016 budget. She explained that these two positions are not on the labor grade structure and therefore she is required to come before this Committee for wage increases for these employees. She stated that both Physicians share one full time position. Hooper answered questions from Committee members. Eske stated that these increases would be effective on January 1, 2016.

Motion by Greshay to approve a 2.5% wage increase for the Medical Director and Staff Physician at Clearview effective January 1, 2016. Second by Duchac. Motion carried.

Eske stated that Mielke, Hooper, Schulz, Zilliox, and Mindemann met on several occasions to discuss recruitment and retention of licensed staff at Clearview. Eske invited Schulz to present the Committee with background and recommendations. Schulz reviewed the Clearview RN structure, current average wages, and recent turnover. Schulz shared a comparison of the Leading Age Study to the current RN wages. Schulz presented recommendations including: advertise start wage at Step 3, widen recruitment resources, adjust current RN wages up to at least Step 3 and increasing all others the equivalent of a step, and more in-depth exit interviews. Eske explained the upcoming Talent Acquisition module in Kronos that will allow online applications and allow more outreach to applicants as well as gathering of recruitment data. Discussion took place. Hooper answered questions from Committee members. Greshay recommended moving all current RNs to at least

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 1/7/2016

Step 4. Frohling suggested to allow Clearview management the flexibility to move someone above Step 3, as they are closer to the situation, looking at years of experience and going from there. Mielke recommended allowing Clearview to proceed with implementation, as needed.

Motion by Duchac to approve the recommendations and move forward with the proposed RN Recruitment and Retention Plan allowing Clearview to proceed, as needed. Second by Frohling. Motion carried.

Eske stated she had no additional data regarding the 2017-2020 compensation for County Clerk, County Treasurer and Register of Deeds; however, indicated that there is discussion among County Human Resources Departments, especially regarding the shift from county comparables to internal equity. The Wisconsin Association of County Personnel Directors (WACPD) is conducting a survey but no outcomes are available yet. Eske also stated that elected official wages will be a topic of discussion at the Wisconsin Public Employers Labor Relations Association (WPELRA) Conference on January 21-22. Discussion followed regarding compensation equity, baselines, and timelines to support justification of the recommendation. Eske explained that Carlson Dettmann recommended that if these position were to be placed on the labor grade structure they would be in grade 11. Discussion took place regarding what an equivalent step in the grade structure the elected official's salary could be established at for 2017 and what a fair percent increase for each subsequent year of the term.

Motion by Frohling to establish the salary for the first year of the term at \$68,058 with 1.5% increase in 2018, 2019 and 2020 for the elected officials, County Clerk, County Treasurer and Register of Deeds. Second by Greshay. Motion carried.

Eske presented a draft proposal from Carlson Dettmann for a complete market study including a review of the twenty-five (25) benchmark positions for a cost of \$17,500 plus out-of-pocket expenses for attendance of meetings on the County's behalf. Eske stated Carlson Dettmann estimates three (3) months to complete the project. Eske noted that the study was not budgeted for 2016; however, the 2015 Human Resource budget has a surplus from waiting to fill positions and could request to carryover and repurpose the surplus funds. Discussion regarding compensation and market occurred. Discussion also took place regarding the amount of money the out-of-pocket expenses could incur over and above the \$17,500 that is already not in the 2016 budget. Discussion took place regarding revised language to the contract to present to Carlson Dettmann.

Motion by Greshay to recommend using Carlson Dettmann to proceed with the market study, for a total cost not to exceed \$17,500. Second by Schmidt. Motion carried.

Eske informed the Committee of a few glitches with Kronos in the midst of the new year regarding some pay rules and weighted average overtime. Eske explained weighted average overtime and assured that affected employees have been notified of the issues. Eske also noted that Sheriff's Office is continuing to move forward with Advance Scheduler.

The Committee reviewed the Personnel Requisitions. Eske recommended approval of these requests.

Two (2) Transport Officer – Occasional – P.T.
One (1) Counselor I, II, or III – AODA
One (1) Psychiatric Therapist II - Outpatient

Sheriff's Office
Human Services & Health
Human Services & Health

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 1/7/2016

One (1) Undercover Narcotics Investigator - P.T. Sheriff's Office

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

Leave of Absence: Mindemann explained that an employee of the Sheriff's Office has requested a medical leave of absence. Mindemann explained that this employee's medical condition did not qualify under the FMLA as a serious health condition and therefore is requesting a County Provided Medical Leave. Mindemann stated that the employee does have medical support for this leave.

Mindemann explained that an employee of the Highway Department requested general leave of absence noting that this employee has not been employed with the County for at least one (1) year and therefore does not qualify for FMLA. Mindemann stated that the employee does have medical support for this leave.

Motion by Greshay to approve both leave requests as presented. Second by Duchac. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE - UNION: Joseph N. Nicholas, Sergeant Patrol, Sheriff's Office, \$32.33, SSU08, 5M42, 01/07/2016; Dean R. Hopp, Detective, Sheriff's Office, \$32.13, SSU06, 6M54, 01/01/2016; John L. Gallenbeck, Traffic Patrol Officer, Sheriff's Office, \$29.47, SSU04, 5M42, 01/02/2016. NEW HIRE: Larry Hasenstab, Transport Officer- Occasional, Sheriff's Office, \$17.96, MSC37, ST01, 12/21/2015; Thomas Horvath, Transport Officer- Occasional, Sheriff's Office, \$17.96, MSC37, ST01, 01/04/2016; Gary Schmidt, Transport Officer- Occasional, Sheriff's Office, \$17.96, MSC37, ST01, 12/16/2015; Kayla F. Severson, counselor I- AODA-TAP, Human Services & Health, \$18.59, DC05, ST01, 01/14/2016. RE-HIRE: Emily M. Boyd, Imaging Technician – Intern, Land Resources & Parks, \$10.00, MSC19, ST01, 12/21/2015. LIMITED TERM/SEASONAL: Sara A. Hermann, Social Services Aide II, Human Services & Health, \$14.74, DC03, ST01, 12/14/2016. STEP INCREASES: Steven J. Noe, Senior Cartographer, Land Resources & Parks, \$30.62, DC08, S10B, 01/04/2016; Amy B. Nehls, Emergency Management Director, Emergency Management, \$31.86, DC11, ST03, 01/28/2016; Lisa L. Grycowski, HS Supervisor-CPS Ongoing, Human Services & Health, \$29.02, DC10, St02, 02/09/2016; Stephanie Levenhagen, Nutrition and Transportation Program Manager, Human Services & Health, \$29.17, DC07, ST12A, 02/05/2016; Carol Vander Woude, Counselor III – AODA, Human Services & Health, \$23.08, DC07, ST02, 01/13/2016; Brian D. Kassube, Foreman, Highway Department, \$25.64, DC07, ST06, 01/03/2016; Shawn A. Hundt, Equipment Operator-East, Highway Department, \$22.57, DC05, ST9A, 02/07/2016; Justin D. Lind, Utility II/Truck Driver-West, Highway Department, \$18.09, DC04, ST04, 03/02/2016; Eric R. DeMaa, Utility II/Truck Driver-West, Highway Department, \$19.04, DC04, ST06, 03/09/2016; Cheryl L. Koteck, Communications Officer, Sheriff's Office, \$24.43, DC05, ST12B, 12/04/2015; Trace D. Frost, Patrol Captain, Sheriff's Office, \$39.39, DC12, ST9B, 02/06/2016; Ruth M. Otto, Information Technology Director, Information Technology, \$44.21, DC15, ST04, 01/02/2016; Sandra J. Rossing, Human Resources Secretary, Human Resources, \$19.37, DC03, ST12B, 01/01/2016; Scott D. Buckner, Jail Programs Specialist, Sheriff's Office, \$25.74, DC05, ST14B, 02/05/2016; Robert G. Kucharski, Corporal-Jail, Sheriff's Office, \$26.91, DC06, ST12A, 02/05/2016; Jason D. Hundt, Jail Supervisor, Sheriff's Office, \$30.97, DC08, ST11A, 02/01/2016; Nathaniel D. Hein, Correctional Officer, Sheriff's Office, \$19.77, DC04, ST7B, 02/22/2016; Eileen L. Lifke, Assistant Finance Director, Finance Department, \$30.63, DC10, ST04, 01/01/2016; Patrick P. Litscher, Child

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 1/7/2016

Support Attorney, Child Support, \$37.08, DC10, ST12B, 01/30/2016; Barbara J. Cross, Social Worker-CPS Ongoing, Human Services & Health, \$29.58, DC08, ST9A, 02/07/2016; Rhonda S. Hundt, Senior Social Worker-Juvenile Court Intake, Human Services & Health, \$30.28, DC08, ST10A, 02/08/2016; Pennylyn Minnig-George, Senior Social Worker-Juvenile Court Intake, Human Services & Health, \$30.28, SC08, ST10A, 02/03/2016; Erin E. Bussian, Senior Social Worker-LTS/APS, Human Services & Health, \$29.93, DC08, ST9B, 02/08/2016. NON-SCHEDULED INCREASES: Jason S. Alvarado, Center Line Operator, Highway Department, \$17.61, DC04, ST03, 01/02/2016; Brian D. Benson, County Patrolman-East, Highway Department, \$19.04, DC04, ST06, 01/02/2016; Marcus A. Cox, Utility II/Truck Driver-West, Highway Department, \$18.56, DC04, ST05, 01/02/2016; Eric R. DeMaa, Utility II/Truck Driver-West, Highway Department, \$18.56, DC04, ST05, 01/02/2016; Theodore W. Durant, Utility II/Truck Driver-West, Highway Department, \$17.61, DC04, ST03, 01/02/2016; Adam J. Enders, Equipment Operator-East, Highway Department, \$19.65, DC05, ST03, 01/02/2016; Brian J. Franke, County Patrolman-West, Highway Department, \$19.04, DC04, ST06, 01/02/2016; Chad R. Hoinacki, Utility II/Truck Driver-East, Highway Department, \$17.61, DC04, ST03, 01/02/2016; James R. Jahn, Utility II/Truck Driver-West, Highway Department, \$18.56, DC04, ST05, 01/02/2016; Mitchell S. Johnson, Utility II/Truck Driver-West, Highway Department, \$17.61, DC04, ST03, 01/02/2016; Mark A. Kollmansberger, Utility II/Truck Driver-East, Highway Department, \$18.09, DC04, ST04, 01/02/2016; Justin D. Lind, Utility II/Truck Driver-West, Highway Department, \$17.61, DC04, ST03, 01/02/2016; Tyler J. Loomans, Utility II/Truck Driver-West, Highway Department, \$18.09, DC04, ST04, 01/02/2016; Tylor D. Reed, Utility II/Truck Driver-West, Highway Department, \$18.09, DC04, ST04, 01/02/2016; Derrick J. Rohde, Utility II/Truck Driver-West, Highway Department, \$19.04, DC04, ST06, 01/02/2016; Victor Caceres, MD, Staff Physician, Clearview, \$68.89, 01/01/2016; Charles Frinak, MD, Medical Director, Clearview, \$76.58, 01/01/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: Eske informed the Committee that a written warning was issued to a department head for failure to meet a deadline.
- b) Grievances and Arbitrations: None

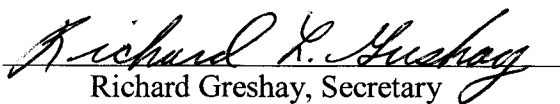
Future Agenda Items: Discussion and Consideration regarding a resolution to carryover and repurpose 2015 Human Resources surplus of wages/salaries due to waiting to fill positions and a resolution regarding proposed 2017-2020 compensation for elected officials. Eske stated there will be future discussion regarding a creation of a full-time position issue at Human Services.

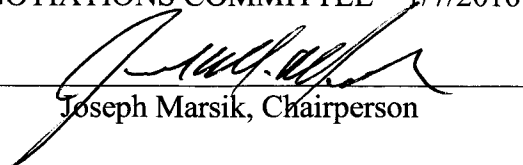
Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **January 19, 2016 and February 2, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:46 a.m.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE – 1/7/2016


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.